

Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Services Division

FROM : Acting Chief, Supply Branch

DATE: December 6, 1949

SUBJECT: Monthly Report for November 1949.

1. The establishment of a requirements program for the Supply Branch, as recommended by your office, has been accomplished. This program presently consisting of twenty-two (22) separate assignments with specific deadline dates whereby such matters will ultimately be consummated will, periodically, be increased. Progress reports, covering various requirements accomplished as specified therein, will be forwarded to your office on completion dates.
2. A report covering space occupied by [REDACTED] field stations has been forwarded to your office. Increases or decreases pertaining thereto will be reported upon notification from [REDACTED].
3. Surplus safes, miscellaneous which are stored on the grounds of the Rosslyn warehouse area will be disposed of, as authorized by the Bureau of Federal Supply, on 9 December 1949.
4. Arrangements have been made with the Chief, Procurement and Supply Branch to effect, as soon as possible, repacking and covering all boxes containing ammunition which are stored in the cinderblock building, Rosslyn warehouse area.
5. Recommendations contained in recent fire protection and physical security survey reports have been corrected with few exceptions. However the exceptions listed in previous progress reports have been considered and work orders covering same have been initiated in all cases to eliminate existing deficiencies.
6. A procedure, whereby the use of purchase orders will be eliminated in the case of repairs to vehicles not involved in accidents, has been concurred in by responsible individuals concerned and is presently in effect. This will eliminate preparation of paperwork pertaining thereto and, in turn, provide a degree of saving in time on the part of this activity.
7. To clarify any further questions with respect to smoking in the typewriter repair shop, action has been taken to notify, in writing, personnel concerned that smoking is prohibited therein.

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8. Further progress has been achieved with respect to providing more efficiency in warehousing. Red lines have been drawn on both sides of the middle aisle in the warehouse providing uniformity in alignment of material, and, in turn, allowing necessary space for traffic movement therein. Red lines will, when space is available, be drawn two feet in width from the East and West side of the warehouse, where windows are located, to the red lines located in the center aisle. The latter will provide ample space for fire department or agency personnel who may become engaged in combatting fire. One bay located in the center portion of the west wall is available at this time which is being utilized for storage of material to be delivered on scheduled delivery dates. Centralizing consigned material has facilitated handling and provided more efficiency in delivery to buildings on assigned dates.



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VOLUME:

Procurement Section:

1. Requisitions:

Total number received.....	437
Pending bids, clearances, etc.....	132
Held without action.....	40
Total number of requisitions completed.....	265

2. Purchase orders:

Prepared and issued.....	610
Pending encumbrance.....	159
Total amount expended.....	\$110,118.48
Printing & Binding estimates and Petty Cash.....	10,668.26
Total expenditures.....	\$120,786.74

Contract Section:

1. Contracts completed..... 16

Supply.....	11	\$ 19,427.69
Service.....	5	6,746.00
Lease.....	0	

2. Amendments to Contracts completed:

Supply.....	0	
Service.....	2	35.34
Lease.....	1	1,400.00

3. Contracts pending:

Supply.....	5
Service.....	3
Lease.....	0

4. Amendments to Contracts pending:

Supply.....	0
Service.....	2
Lease.....	0

5. PBA agreements completed:

Supply.....	1	1,450.00
Service.....	0	
Lease.....	1	

6. Total authorized obligations.....	\$29,059.03
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Storage and Issue Section:

1. Requisitions:

Received during month.....	756
Completed.....	747
Balance on hand.....	21

Account #2 - Office Supplies.....	354
Account #3 - Office Equipment.....	353
Account #5 - Medical Supply Account.....	29
Account #6 - General Supplies.....	19
Account #8 - Surplus Property Account.....	1

2. Cargo and Domestic Shipments:

Requests.....	64
Shipments accomplished.....	60
Total weight shipped.....	13,084
Total number of cases shipped.....	244

3. Miscellaneous:

Moving and relocation of equipment in CIA Buildings:

Number of job orders.....	79
Man-hours required (PBA and CIA).....	1,861

4. Identification Control Records:

Postings.....	385
Inventories processed.....	1

5. Typewriter Maintenance and Repairs:

Requisitions received during month.....	89
Requisitions completed during month.....	97
Requisitions on hand.....	23
Overhaul and shop work.....	178
Service calls.....	109
Total number of machines repaired.....	287
Estimated dollar value of all work.....	\$3,072.00